Personal Lines Account Manager – Fenton, MI

Job Summary:

Primary responsibility is to service and retain personal lines accounts. Must seek growth opportunities within book of business and handle inside service work associated with the client’s insurance program.

Essential Duties and Functions: include the following. Other duties may be assigned.

- Maintain and service a book of business
- Follow procedure manual
- Attend department meetings
- Build relationships/rapport with clients
- Represent the agency at networking events if needed
- Perform other duties as assigned.

Required Competencies:

- Michigan Property and Casualty License
- Ability to communicate effectively with clients, carriers and other team members
- Knowledge of basic insurance products and pricing tools/ability to learn same
- Knowledge of “Applied Agency Management Systems” (TAM) software beneficial/ability to learn same
- Adept at word processing and internet-based rating programs.
- Organizational and time management skills.
- Strong written and oral communication skills.
- Teamwork and dependability.
- Ability to multi-task and handle simultaneous projects.
- Ability to maintain a high level of confidentiality.

Send Resume to Tricia Rawlins at trawlins@bbmich.com

We provide a full benefits package, including health, dental, vision, life, long and short term disability, as well as 401K with company match and Employee Stock Purchase Program.